
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Account Technician II job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. BOOKKEEPING**(14 Questions)**

Employees in this job must possess the knowledge of bookkeeping principles and procedures utilized in maintaining and balancing ledgers and journals, posting, and tracking. Test question topics include:

- Balancing a ledger;
- Bookkeeping terms & principles;
- Voucher systems;
- Original bookkeeping entries.

II. MATHEMATICS**(16 Questions)**

Employees in this job must be able to perform basic mathematical computations including those involving decimals and percents when totaling entries, maintaining and balancing journals and ledgers, preparing reports and collecting money. This section tests your basic mathematical skills. Test question topics include:

- Analytical problem solving;
- Computation involving percentages;
- Computations involving addition, subtraction, multiplication and division.

III. NUMERIC FILING**(5 Questions)**

Employees in this job are responsible for classifying and filing material such as documents and records. In order to successfully perform this task, it is necessary to possess the ability to place documents in sequential order according to control number, invoice number, date, purchase order number, etc. The questions in this section require you to:

- Place numeric data in the proper order from lowest to highest;
- Determine where a particular number should be filed within a group of numbers.

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IV. ALPHABETIZING

(5 Questions)

Employees in this job are responsible for classifying and filing material such as documents and records. In order to successfully perform this task, it is necessary to possess the ability to place documents in alphabetical order according to name, subject, etc. This section tests your ability to alphabetically file materials. The questions in this section require you to:

- Place names in the proper alphabetical order;
- Determine where a particular name should be filed within a group of names.

V. ERROR RECOGNITION

(10 Questions)

Employees in this job must be able to compare sets of figures to find and reconcile discrepancies and verify data when working with documents, reports, ledgers and journals. This section of the exam presents an exercise to test your ability to review and compare two sets of data and determine which data pairs are identical. Data to review includes:

- Social security numbers;
- Names and addresses;
- Technical terms;
- Random number strings.

VI. ACCOUNTING

(14 Questions)

Employees in this job are responsible for preparing and verifying financial documents and analyzing entries. This test section assesses your knowledge of general accounting principles and procedures. Test question topics include:

- Expense & other transactional accounts;
- Accounts receivable/payable;
- Financial documents;
- Basic accounting terms & principles.

VII. SUPERVISION

(12 Questions)

Employees in this job are responsible for controlling the flow of work and the actions of staff assigned to them. This test section assesses your skills as they relate to the effective management of work and personnel. Test question topics include:

- Principles of supervision;
- Employee training;
- Discipline of employees;
- Work assignment or delegation;
- Monitoring or work performance.